INTERNAL CITY AUDIT COMMITTEE MEETING AGENDA
LA BARCA CONFERENCE ROOM, CITY HALL
CITY OF PORTERVILLE, CALIFORNIA
MAY 14, 2009 - 2:30 P.M.

Call to Order
Roll Call

Committee Members: Pete McCracken, Chair
Charles Webber, Member
Maria Bemis, Member
Julia Lew, Member
John Lollis, Member

Staff Members: Patrice Hildreth, Committee Secretary

ORAL COMMUNICATIONS

SCHEDULED MATTERS

1. MINUTES OF DECEMBER 18, 2008
   Re: Consideration of approval of draft Minutes of December 18, 2008.

2. WATER UTILITY DELINQUENCY POLICY
   Re: Review of the City’s current policy for delinquent accounts and consideration of possible revisions.

3. CONSIDERATION OF ESTABLISHING A RESERVE POLICY
   Re: Considering options for establishing a savings policy for City funds.

4. CONSIDERATION OF TULARE COUNTY TEETER PLAN
   Re: Considering City participation in the County’s Teeter program.

OTHER MATTERS

ADJOURNMENT

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact the Office of City Clerk at (559) 782-7464. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting and/or provision of an appropriate alternative format of the agenda and documents in the agenda packet.

Materials related to an item on this Agenda submitted to the Audit Committee after distribution of the Agenda packet are available for public inspection during normal business hours at the Office of City Clerk, 291 N. Main Street, Porterville, CA 93257, and on the City’s website at www.ci.porterville.ca.us.
Call to Order at 8:31 a.m.
Roll Call:

Committee Members: Pete McCracken, Chair
                      Charles Webber, Member
                      Maria Bemis, Member
                      Julia Lew, Member
                      John Longley, Member

Staff Members:      Patrice Hildreth, Committee Secretary

ORAL COMMUNICATIONS
None

SCHEDULED MATTERS
1. APPROVAL OF MINUTES OF JULY 22, 2008

    The Internal City Audit Committee Minutes of July 22, 2008 were approved as presented.

2. BUILDING PLAN CHECK CREDENTIALING REQUIREMENTS

    Committee Member Lew distributed copies of a memorandum dated December 17, 2008 in which she sets forth her findings with regard to whether a “Chief Building Official” is legally qualified to provide services as a “Plans Examiner.” Member Lew advised that the local agency had the authority to determine which certifications were required. Committee Chairman McCracken briefly spoke of the impetus of the item, which he indicated was a complaint from a citizen. Member Longley suggested that if the citizen disagreed with the City Attorney’s opinion, the onus lied with that citizen to cite the authority to which he/she referred that contradicted Ms. Lew’s opinion.

    COMMITTEE ACTION: MOVED by Member Longley, SECONDED by Member Webber that the Committee direct the Secretary to record Ms. Lew’s findings through the Minutes and distribute same to the City Council. The motion carried unanimously.

    After some discussion, it was decided to implement the practice of regularly providing the Audit Committee Minutes to the City Council.

3. SWAP MEET AUDIT STATUS REPORT

    Member Lew advised that pursuant to the direction of the Committee at the meeting of July 22, 2008, she had met with Auditor Steve Pressley to discuss potential revisions to the
City’s ordinance relative to swap meets. She indicated that she would prepare a draft and have something for the Committee’s review at the next meeting.

- Claudia Elliott, Project Director of the Porterville College Foundation, spoke on the various items raised at the last meeting of the Audit Committee with regard to the swap meet. She spoke of the Foundation’s desire to work with the City to ensure compliance with the ordinance, and indicated that the Foundation had recently acquired software to assist in that regard. Ms. Elliott advised that a map of the swap meet was in existence and would be made available to the City. She confirmed that the Foundation was remitting the taxes on a monthly basis, and noted that the City’s current ordinance actually required weekly remittance. Ms. Elliott next advised that the Foundation currently collected fees on a per space basis, even if that space was contiguous, i.e. one fee collected for one contiguous space. She stated that the new map reflected approximately 300 spaces, and that the Foundation would work with all of the vendors to ensure compliance regarding the need for re-sale licenses reflecting a Porterville address. Ms. Elliott next inquired as to the need for the vendor’s vehicle registration number, and spoke of the requirements of Business & Professions Code Sections 21600 – 21669.1, a copy of which she provided to the Committee. She then asked whether the receipts could be handled differently, and suggested that she could prepare a draft and provide it to the City for review, with which the Committee agreed.

A discussion ensued, during which Member Lew noted that the key was to ensure that verifiable information was available on-site. Member Longley suggested that the re-sale number of the vendor be provided to the City.

Disposition: Member Lew to prepare draft ordinance for Committee’s review.

4. CASH INVESTMENT TRAINING

Member Longley presented the item, advising of available training for the investing of public funds. He spoke of Member Bemis’ attendance at two of the seminars, and suggested that it might be beneficial for the Audit Committee to have a budget so as to take advantage of such training opportunities.

Disposition: Information only.

5. CITY OF PORTERVILLE INVESTMENT POLICY

Member Bemis presented the item, and distributed copies of the City’s Statement of Investment Policy dated April 2006, as amended July 3, 2006. A discussion ensued during which Member Bemis summarized the current policy, and indicated that the City’s current investments were in governmental securities, although the policy did allow for commercial paper as well.

Disposition: Information only.
6. MID-YEAR BUDGET REVIEW STATUS

Member Longley presented the item, and distributed a memorandum from Deputy City Manager John Lollis updating the Committee on the status of the mid-year budget review, along with information on the status of the State’s budget.

Disposition: Information only.

The next Audit Committee Meeting was then scheduled for Thursday, January 15, 2009 at 2:30 p.m.

OTHER MATTERS
• Committee Member Webber advised that he would be serving as Vice-Chair of the Grand Jury.

ADJOURNMENT
The Committee adjourned at 9:03 a.m.

_______________________________
Patrice Hildreth, Committee Secretary

_______________________________
Pete V. McCracken, Chairman